

## English 2000: Writing for the Community

**Deborah B. Normand**  
**Louisiana State University**  
**Allen Hall 244B**  
**Baton Rouge, LA**  
**225-578-3182**

**Office hours:**  
**9:30 – 10:30 MTWT**  
**and by appointment**

**Welcome!** English 2000 is a course in strategies in academic and applied writing. You will learn to write and design layout for professional documents, research and document sources responsibly, present professional verbal and visual reports, and work collaboratively. Detailed information about the goals of the course can be found in the document titled Goals and Objectives for English 2000 in Course Documents on Blackboard: <http://blackboard.lsu.edu>.

This section of English 2000 is a service-learning course; that is, “a course-based, credit-bearing educational experience in which students (a) participate in an organized service activity that meets identified community needs and (b) reflect on the service activity in such a way as to gain further understanding of course content, a broader appreciation of the discipline, and an enhanced sense of civic responsibility” (from Bringle & Hatcher, 1995). More information about service-learning can be found at the Center for Community Engagement, Learning, and Leadership’s website: [www.ccell.lsu.edu](http://www.ccell.lsu.edu)

All of your writing projects are linked. Each writing project is composed of more than one text. Let’s begin with project 2 so that you will understand the connection.

For project 2, you will work in a team to provide a non-profit organization (NPO) with writing they have commissioned, such as a newsletter, proposal, or report. In order to provide a well written deliverable, you must first understand the NPO and the community needs it addresses. Therefore, for project 1 you will investigate one of the NPOs we will work with and a community problem it addresses, such as lack of affordable housing for grandparents raising grandchildren, poor LEAP scores for elementary schools in a particular school district, high rate of adult illiteracy in Louisiana, or hunger in East Baton Rouge Parish. You will then write an investigative report on this community problem. Your purpose for the third project will be to present your writing project to representatives of the NPO, community members, faculty and service-learning staff. Project 4 is the final assessment. Detailed information about assignments can be found in Course Assignments on Blackboard.

<b>Project 1:</b> (Weeks 1-5)	<b>Investigation of Community Need</b> Short Report on NPO Synthesis of Articles about Community Need Researched Report on Community Need	20%
<b>Project 2:</b> (Weeks 6-11)	<b>Collaborative Community Writing Project</b> Weekly Progress Reports Writing Project, including Letter of Transmittal Reflective Report (Metacognition)	30%
<b>Project 3:</b> (Weeks 12-14)	<b>Verbal and Visual Presentation</b> Presentation Assessment Report	20%

**Project 4: Final Assessment**  
(Week 15 and scheduled final exam time)

20%

**Professionalism Activities**

10%

Professionalism activities include homework and in-class work. To receive credit for a professionalism activity, you must be on time and in class for the entire class period. I do not accept work from nor give professionalism points to students who are late or absent, so please do not ask me to make an exception for you. I will assign two substitute professionalism assignments over the course of the semester. If needed, you can use these substitute assignments to make up a missed assignment.

**Course Materials:**

- Course packet. All documents and assignments for this course can be accessed on Blackboard under Course Documents. Go to <http://blackboard.lsu.edu>. (Type the address exactly as it is listed here). Type in your logon id (e.g., jdeaux22) and your password (social security number). Print out all files under Course Documents and Assignments and place in a binder and bring to every class.
- Disks (kind with no metal) for the computer lab.
- Faigley, Lester. *The Brief Penguin Handbook*. NY: Longman, 2003.
- A photocopying budget of about \$10.00.

**Class Policies:**

- Be prepared. Because this class is a writing community and much of your work is collaborative, you are expected to be in class and on time for every meeting. Absence is not an excuse for late assignments or for being unprepared. Let me know in advance about any university excused or unexcused absences. If you are seriously ill and expect to miss more than a couple of class periods, contact your college counselor.
- Bring your handbook, course packet, homework, and disk (no metal) to every class.
- See me during my office hours or by appointment to discuss any assignment you would like help with. Bring two hard copies of the text you wish me to read to the meeting.
- Save all graded assignments. You may need them for future assignments.
- Turn off all cell phones.

**Academic Honesty:**

You are expected to know and follow the Code of Student Conduct. Your handbook (chapter 19) provides information on academic honesty and on how to use and cite sources responsibly using MLA documentation (chapter 21).

**LSU Writing Center:** B-18 Coates Hall, offers free, individual peer tutoring to help LSU students improve their writing skills in any subject. To make an appointment, call 578-4439.

**Office of Disability Services (ODS):** If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a staff member in the Office of Disability Services (112 Johnston Hall). Students with accommodation letters from ODS should see me as soon as possible to discuss those accommodations.

**LSU Library LiveAssistance:** LiveAssistance is a real-time chat program that you can use when you have questions about using resources at the library. Go to <http://lib.lsu.edu/virtual/liveassistance.html>

**General Education:** This course meets several of the General Education goals and is intended to produce students who have developed:

- An effective command of written and spoken English
- An appreciation of the methods of critical inquiry
- An ability to deal with moral and ethical issues
- A rational basis for selecting a vocation
- A comprehension of how knowledge is acquired and applied